

# Deleting a user



This tutorial explains how to remove a user.



1. **Users > List of users**
2. Type the user's name in the box in the upper right corner and hit 'Enter'



A **user** is a person managing the EConsort application.

An **applicant** is an applying student.

A **student** is an applicant who has been admitted.



Printscreens in this tutorial are centered and indicated by a box.



Watch the corresponding video tutorial online by clicking the 'Play' icon.

## a. In the list of users

▼ Look for the user you want to delete.

8.	Germisen	Tom	d.germisen@erasmusmc.nl	✕	23/05/2011
9.	Hutchins	Izabela	Izabela.Hutchins.1@city.ac.uk	✕	//
10.	Krabappel	Edna	econsort.ugent+edna@gmail.com	✕	//
11.	M	K	karellemaitre@gmail.com	✕	//

▲ Click **the x** and confirm.

## b. After looking for the user

▼ Click **the x** and confirm.

Nr.	Last name	First name	Email		Last login
1.	Krabappel	Edna	econsort.ugent+edna@gmail.com	✕	//

From the moment you confirm the deletion of a user, this person can no longer access the management pages of the EConsort instance.